



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

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Reply to  
Attn. of:

CACFP-606

MAR 16 2000

Subject: Re-Evaluation of Income Eligibility Forms (IEFs)  
When New Income Eligibility Guidelines (IEGs) Are Issued

To: STATE AGENCY DIRECTORS                      Colorado DPHE, Iowa, Kansas,  
(Child Nutrition Programs) - Missouri DH, Montana DPHHS,  
Nebraska, North Dakota,  
South Dakota, Utah, Wyoming

There has been some confusion regarding whether institutions or facilities may use newly issued IEGs in July to re-evaluate any IEFs that are on file. Recent discussion at the Regional and National Office have confirmed that it would be inappropriate to use existing or previously gathered income information in an income eligibility determination. A new IEF must be taken if there is a desire to compare income to newly-issued IEGs.

Policy CACFP-290, dated March 26, 1992 contained language that, depending on interpretation, allowed re-evaluation of IEFs that were currently on file. Policy CACFP-594 #8 clarified/updated our position.

We recognize that State Agencies (SAs) will have to modify their policies, training and reviewing practices if they have been allowing this practice. As this will not become an issue again until July 2000, we will expect the SA to have made required changes and issued relevant guidance to their institutions/facilities to ensure the practice does not continue when IEGs are issued in July 2000.

STELLA NASH

Acting Regional Director  
Child Nutrition Programs